



INSTRUCTIONS AND SUPPLEMENTAL CONDITIONS

The offeror shall not alter the solicitation or any component thereof (i.e. drawings, etc.). The Government's version of the solicitation and accompanying components take precedence if a discrepancy arises between the version issued by the Government and the signed documents submitted by the offeror.

Project Title:
Quotes Due By:

Lead Abatement Project
February 22, 2018 at 4:00PM CST

Proposals shall be submitted electronically to the Ordering Official listed below. Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated by the time specified above. If no time is specified, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due. Any proposal, modification, or revision received at the Government office designated herein after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or (2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or (3) It is the only proposal received.

Building Name:
Building Number:
Address:
City, State, Zip
Room/Location:
Request for Proposal (RFP) #:

U.S. Customhouse
IL0032ZZ
610 S. Canal Street
Chicago, IL 60607
See SOW
EQ5PSS1P-18-0022

PERFORMANCE PERIOD:

The Contractor shall be required to (a) commence work under this contract within 1 calendar day after the Contractor receives notice to proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than 270 calendar days after receipt of notice to proceed. The time stated for completion shall include final cleanup of the premises. See FAR 52.211-10.

LIQUIDATED DAMAGE:

If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of \$250.00 for each calendar day of delay until the work is completed or accepted. See FAR clause 52.211-12.

PROVISIONS/CLAUSES:

Any order that is issued as a result of this RFP will be issued in accordance with all applicable regulations and the terms and conditions of the IDIQ contract.

WAGE DETERMINATION:

The Contractor shall comply with the wage determination effective under the IDIQ contract.

PRE-PROPOSAL CONFERENCE:

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local condition that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after award.

A pre-proposal conference is scheduled for February 15, 2018 at 11:00AM CST. Meet in lobby of U.S. Customhouse located at 610 S. Canal Street in Chicago, IL.

BONDS REQUIRED (YES OR NO)

Yes. The bid guarantee shall be in the amount of 20% of the amount of the bid. After award, the contractor shall furnish a performance and payment bond in a penal sum of 100% of the contract price. Reference FAR 52.228-1 and 52.228-15.

ACCEPTABLE PROPOSAL PACKAGE:

Offerors are cautioned to carefully read the entire RFP in order to be fully aware of all requirements, provisions, and clauses. Fills-in should be properly completed and verified. All copies should contain the same information. Verify before signing your proposal.

Offerors shall submit with their quote the following documents:

RFP Offer Submission Form
Acknowledgement of Amendment(s), if Applicable
Bid Bond
Questionnaires (Ensure that a minimum of two references submit questionnaires to Joel Doucette)
Project Management Plan/Approach

The Government intends to evaluate proposals and award an order without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best term from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

BASIS OF AWARD:

The Government will award an order to the responsible offeror whose proposal conforms to the solicitation and provides the best value to the Government, based on Total Evaluated Price and Non-Price Factors (Past Performance and Project Management Plan/Approach).

The contractor shall submit a lump sum price for the work to be accomplished under this RFP. The price will include the contractor's labor, overhead, profit, payment and performance bond premiums, and all contingencies in connection therewith, as no allowance will be made later for such items. Each contractor's price will be compared to the GCE and each other to determine if the price is fair and reasonable.

FAR 52.217-5 - EVALUATION OF OPTIONS (JUL 1990) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s). The Government reserves the right to exercise the option within 90 calendar days after receipt of on-site Notice to Proceed. If the Government elects to exercise the option, the time for completion shall be extended for an additional 90 calendar days for each option.

**POINT OF CONTACT
FOR QUESTIONS:**

Joel Doucette, Contract Specialist
312-353-0797
lisa.gonzalez@gsa.gov

ORDERING OFFICIAL:

Lisa Gonzalez, Contracting Officer
312-882-9511
lisa.gonzalez@gsa.gov

ATTACHMENTS:

Technical Specifications
Drawings
RFP Offer Submission Form
Bid Bond
Questionnaire



RFP OFFER SUBMISSION FORM

Project Title: **Lead Abatement Project**
Quotes Due By: **February 22, 2018 at 4:00PM CST**
Building Name: **U.S. Customhouse**
Building Number: **IL0032ZZ**
Address: **610 S. Canal Street**
City, State, Zip: **Chicago, IL 60607**
Room/Location: **See SOW**
Request for Quote (RFQ) No.: **EQ5PSS1P-18-0022**

SUBMIT TO (*Emailed proposals are acceptable*):

**GENERAL SERVICES
ADMINISTRATION
Acquisition Management Division
(AMD)
230 S. Dearborn Street, Suite 3500
Chicago, IL 60604**

Attention: **Joel Doucette**
Phone: **312 353 0797**
Email: joel.doucette@gsa.gov

CONTRACTOR

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

OFFER

001 - General Conditions \$ _____

002 - Architectural/Construction (including Demolition) \$ _____

003 - Lead Abatement/Mitigation \$ _____

004 - Option #1 Perimeter Soffits and Diffusers \$ _____

005 - Option #2 Mitigation at Elevator Shafts \$ _____

006 - Section 02 83 00 - Lead Dust Clean-up and Mitigation/
Selective Demolition (Per LF BELOW 96" AFF)
Unit Price \$ _____ /LF X Estimated Quantity 50 LF = \$ _____

007 - Section 02 83 00 - Lead Dust Clean-up and Mitigation/
Selective Demolition (Per LF ABOVE 96" AFF)
Unit Price \$ _____ /LF X Estimated Quantity 50 LF = \$ _____

008 - Section 02 41 00 -Demolition & Section 02 83 00
Lead Dust Clean-up and Mitigation/Selective
Demolition (Per SF of clay wall demolition)
Unit Price \$ _____ /SF X Estimated Quantity 100 SF = \$ _____

009 - Bonding & Insurance \$ _____

Total Price (001 + 002 + 003 + 004 + 005 + 006 + 007 + 008 + 009) \$ _____

The Offeror agrees to perform work required at the price specified in strict accordance with the terms of this RFP, if this offer is accepted by the Government in writing. Acceptance Period _____ (insert acceptance period if different from below).

Offeror's providing less than 120 calendar days for Government acceptance after the date offerors are due will not be considered for award and will be rejected.

SCOPE OF WORK FOR:

610 Lead Abatement and Firing Range

U.S. Custom House

610 South Canal Street
Chicago, Illinois 60607

BLDG# IL0032ZZ

CONTACT INFORMATION

Project Manager: Scott Gordon
Phone: (312) 279-8156
Email: scott.gordon@gsa.gov

Property Manager: Eric Firestone
Phone: (312) 886-0549
Email: eric.firestone@gsa.gov

PERFORMANCE PERIOD: Upon issuance of the On-Site Notice to Proceed (NTP) the Contractor will have (270) calendar days to complete this project.

Upon issuance of the award and interim Notice To Proceed (iNTP):

- The Project Manager/Contracting Officer's Representative (COR) shall provide the Contractor with a "Requesting Official's (RO) Approval" list template. The Contractor shall have no more than (14) calendar days to submit to the Project Manager/COR a completed RO Approval list including the full names of all employees – prime and/or subcontractors – that will be required for the entirety of the project and will need access to the facility.
- The Contractor shall have no more than (21) calendar days after award and iNTP to initiate any and all security clearances. Failure to initiate, these clearances in a timely manner may result in the issuance of the on-site NTP and start the countdown of the allotted time to complete the project as noted above.
- Once on-site NTP is issued, delays related to clearances will not be justification for time extensions and may result in liquidated damages being considered and/or imposed. If the Project Manager, Contracting Officer and the Contractor agree that all clearance application(s) have been initiated in a timely manner but will not be completed within the (21) day clearance period then the on-site NTP may be pushed off for another set period or timeframe agreed to by all parties.

1. WORK SUMMARY

The contractor shall provide all labor, supervision, materials, equipment and associated accessories for the abatement of lead dust throughout portions of the building and complete the de-commissioning and removal of the inactive, Indoor Firing Range (IFR) located in the U.S. Custom House at 610 South Canal Street, Chicago, Illinois. Work shall be performed in accordance with the provided drawings and Specifications, collectively referred to as the construction documents, as prepared by KOO LLC, and as described herein.

2. INTENT OF WORK

The items specified herein are to be used as intent of work to be performed only. Means and methods to complete the work and provide a finished product that meets or exceeds the expectations within these guidelines is the Contractor's responsibility. All work shall be completed in accordance to (with) all applicable, Federal, State & Local codes and regulations, OSHA safety requirements, NEC, ASME, ABAAS, and NFPA requirements.

The Contractor shall coordinate with the Property Management Office to ensure all work performed complies with the building standards.

3. **GENERAL INFORMATION**

A. Building Access and Hours of Performance

1. All work shall be performed during (select all that apply):
 - ☒ After hours - 6:00PM – 5:30 AM (excluding 11th floor)
 - ☒ Working hours – 6:00AM – 6:00PM (excluding 11th floor)
 - ☐ Weekends
 - ☒ Other – Access to the 11th floor between 8:00AM – 4:00 PM only

The times checked above shall be coordinated at time of construction unless otherwise specified by the Contracting Officer (CO) or the Contracting Officer Representative (COR). Special requirements from the Property Management Office and/or the agency must be taken into consideration during all phases of construction.

2. Scheduling of work shall be coordinated with the Project Manager.
3. Offerors are urged and expected to inspect the site where services are to be performed and to field verify regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. The submission of a proposal shall be conclusive evidence that the contractor has made such an examination. Arrangements for any requested site visits may be scheduled by contacting the Project Manager.
4. Any additional site visits required after the pre-bid walkthrough must be requested via email to the Contracting Officer Representative prior to visit. Such a request must be made with a minimum of 24 hours notice – no exception.
5. Contractors shall come prepared to the pre-bid walkthrough to evaluate all details required to accommodate and complete the SOW as indicated. This shall include, but is not limited to; electrical, mechanical, carpentry, data and communication, etc.
6. Provide not less than (48) hour notice of activities that will affect operations of occupied spaces and building.
7. Maintain access to existing walkways, exits, and other facilities used by occupants during working hours and after hours to assure that Life Safety Code and OSHA requirements are met.
8. The Contractor shall provide not less than (48) hour notice when requesting building access and/or dock access. Building and Dock access requests shall be submitted to the Project Manager. The following information must be contained on the request form.
 - Building access requests shall include;
 - o Names of all persons.
 - o Dates and times for access
 - Dock access requests shall include;
 - o Names of driver and passenger(s)
 - o Make and type of vehicle
 - o License plate of vehicle
 - o Delivery date
 - o Time entering/leaving – loading and unloading permitted only
9. If required, the Contractor shall complete and submit permit request forms to the Project Manager. Forms may be obtained from the Project Manager or Property Management Office. Forms may include but are not limited to; electrical shutdown, fire protection, sprinkler, burn permit, lighting shutdown, electrical/data/utility closet access, etc.

B. Existing Conditions

It is the Contractor's responsibility to fully inspect existing conditions and include in their cost all materials and labor required to provide a complete and operational product meeting all Federal Codes and intent of scope.

C. Security Clearance Requirement

Any order that is issued as a result of this RFP shall comply with security clearance regulations.

Contractors and their staff will be required to comply with security regulations imposed by the occupying agency including any necessary clearances required for access to classified areas. Access to the project site will be limited to specific times established by the Government.

After award of the Contract, all Contractor employees requiring access to classified areas shall be required to furnish information for security clearances and shall comply with security regulations as imposed by the occupying agency and defined in this section.

D. Request for Information (RFI) / Clarification

Any requests for information or clarification submitted after **(3)** working days prior to the RFP closing will not extend the RFP closing date.

E. Deliveries

The Contractor shall submit a dock access request per above, Item 3.A.8, and include the name of the badged person(s) accepting the delivery. The Contractor shall be responsible for accepting the delivery and ensuring it is delivered to the project area accordingly. Storage at the dock level, public hallways, storage closet, electrical closets, data closets, etc. are not permitted. Dock access is for delivery/drop off/pick-up only. No parking will be permitted.

F. Special Instructions from the Property Management Office

If required, Contractor shall complete and submit permits to the Project Manager for any and all required building shut down of electrical, fire protection, HVAC, lighting or any other major building system. Permit forms may be obtained from the Project Manager or the Property Management Office.

G. Sprinkler Work

If the fire protection sprinkler system must be altered as a part of this project, contractor shall follow all applicable requirements as per Specification Section 21 13 15 Sprinkler System Modification.

H. Fire Alarm Work

If the fire alarm system or components thereof need to be altered, relocated, or added to, contractor shall follow all applicable requirements as per Specification Section 28 31 04 Fire Alarm System Modification.

I. Key Sustainable Products (KSP) Requirements

The contractor shall refer to the "Green Procurement Compilation" for all products being installed in federal facilities. The Green Procurement Compilation can be found at <https://sftool.gov/greenprocurement>. The standards found in this compilation shall guide all product purchasing decisions as they relate to federal facilities. The use of the following standards ("Key Sustainable Product" or "KSP" standards) is mandatory for all contracts and task orders. See <https://sftool.gov/green-products/1037/key-sustainable-products> for more details.

Product	Sustainability Standard
<i>Nylon carpet</i>	NSF 140 Gold certification <i>and</i> ≥ 10% post-consumer recovered content
<i>Interior latex paint</i>	≤ 50 grams per liter (g/L) VOCs post-tint (i.e. SCAQMD Rule 1113 standard)
<i>Gypsum board</i>	Greenguard Gold certification
<i>Acoustical ceiling tiles</i>	Meets the California Section 01350 standard for low-VOC materials <i>and</i> Total recycled content ≥ 20% <i>and</i> Recyclable in a closed loop process <i>and</i> USDA Certified BioPreferred <i>and</i> Environmental Product Declaration (EPD) available
<i>Concrete (ready-mix and site-mix)¹</i>	≥ 15% fly ash <i>or</i> ≥ 25% ground granulated blast-furnace (GGBF) slag

For each KSP listed, the Contractor shall submit proof of compliance to the CO or his designee prior to the installation of the product or material. The CO's designee shall verify compliance.

If the KSP materials listed above are 1) not reasonably available within a reasonable period of time; 2) fail to meet the performance standards set forth in the specification or fail to meet reasonable performance standards of GSA; or 3) are available only at an unreasonable price, only then can the Contractor use other types of products. In these cases the Contractor shall select products and materials, to the extent possible, which are the safest and most environmentally friendly. Exemptions must be submitted in writing and can only be approved by the CO.

4. EXECUTION OF SCOPE OF WORK (Contractor & GSA Responsibilities)

A. GENERAL

NOT APPLICABLE ☐

1. Bids must be valid for one-hundred twenty (120) calendar days from bid closure. Work shall be per the attached Division 01 specifications and construction documents issued by the GSA contracted A/E (KOO LLC), and as described herein.
2. Contractor to perform work within tenant spaces, inclusive of the US Customs and Border Protection Laboratory located on the 11th floor and consisting of labs, offices, corridors and other support spaces, which will remain occupied and in-use throughout the duration of this project.
3. Contractor to protect all equipment, including those items to remain in-place, throughout the demolition and construction phases of work.
4. In addition to other services noted herein, the Contractor shall provide project management services to specifically address the coordination of work being completed under the currently active 610 Roof Replacement project and any other projects impacting the area(s) of work. As part of the Roof Replacement project, access to the underside of the roof deck/above 11th floor ceiling will need to be provided. Coordination of work and within the confines of the issued phasing plan will be a requirement under this contract.

B. DEMOLITION

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

C. ARCHITECTURAL/CONSTRUCTION

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

D. ELECTRICAL

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

E. ENVIRONMENTAL

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.
2. Refer to base IDIQ Contract Specification Section 02 086 for lead mitigation and Specification Section 02 82 00 for asbestos abatement (if applicable).

F. LIGHTING

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

G. TELECOMMUNICATION

NOT APPLICABLE ☒

H. SECURITY

NOT APPLICABLE ☒

I. MECHANICAL (HVAC)

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

J. PLUMBING

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

K. FINISHING

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

L. FIRE AND LIFE SAFETY

NOT APPLICABLE ☐

1. Work shall be per the attached Construction Documents, and as described herein.

M. ADDITIONAL INFORMATION

NOT APPLICABLE ☐

1. The Contractor shall attend a pre-construction meeting. This meeting shall be held no more than one (1) week

prior to start of work on-site. This meeting shall be held on-site and last no longer than one (1) hour. This meeting will be scheduled with the Project Manager.

2. The Contractor shall attend recurring project progress conference calls and/or on-site meetings. This meeting shall be held no more than one (1) time per week and last no longer than one (1) hour. This meeting will be scheduled on a recurring basis with the Project Manager.
3. The Contractor shall attend a close-out/punchlist walk-through. This meeting shall be held on-site and last no longer than one (1) hour. This meeting will be held once the Contractor considers the work and documentation for the project to be complete, and is ready for final inspection/acceptance by the GSA. The meeting will be scheduled with the Project Manager.
4. The Contractor shall be available via telephone for the duration of the project, in addition to any scheduled recurring meetings, to discuss project coordination and/or any issues that may arise.

N. WARRANTY/GUARANTEE

NOT APPLICABLE ☐

1. The Contractor shall provide all warranties/guarantees on all materials and workmanship per the attached construction documents.
2. The Contractor shall provide technical guidance and assistance during any warranty/guarantee periods.

O. RECORD DOCUMENTS

NOT APPLICABLE ☐

1. The Contractor shall provide as-built record drawings that follow the Great Lakes CAD policy, which can be found at www.gsa.gov/greatlakescadpolicy. Reference P100 Turnover Documentation Requirements.

5. QUALIFICATIONS

A. Quality Assurance

The Contractor shall use adequate numbers of skilled tradesmen who are thoroughly trained, certified and experienced in the necessary crafts, and who are completely familiar with the specific requirements and the methods needed for proper performance of work. All measurements and dimensions shall be field verified by the Contractor, prior to submittal of a bid. Any noticeable discrepancies shall be brought to the attention of the CO or COR immediately. Failure to notify the CO or COR of discrepancies may result in the work being re-done at the Contractor's expense.

B. Supplies, Materials and Equipment

The Contractor shall furnish all management, supervision, labor, tools, supplies, materials and equipment to perform the services described herein and in accordance with all applicable Federal Codes. Materials, supplies and equipment used shall be commercially available products of reputable manufacturers or suppliers. Provide the Project Manager submittals for approval by the CO or COR prior to starting work.

The Government will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor, Sub-Contractors or their respective employees

The Government will furnish all air, electricity, heat and water for the duration of the project.

6. SUBMITTALS

A. General Documentation

The required submittals are due fourteen (14) calendar days after award of the order, if applicable.

1. Project Directory & Subcontractor list.
2. Submit photographs/video showing existing conditions of adjoining construction improvements, including finish surfaces that might be misconstrued as damage caused by building demolition operations.
3. Product/Data Sheets for all items incorporated into the building (structure/systems)
4. Material/Finish Samples
5. Waste Management Spreadsheet
6. Qualification Documents

B. Project Specific Submittals

1. The Contractor shall provide submittals per the attached Construction Documents, and as described herein.

C. Project Specific Safety Plan

1. Provide a job specific safety plan that demonstrates the firm's approach to preventing accidents and injuries with contingency plans for responding to accidents. Provide specific methods for processing correspondence, and for dealing with issues, problems, questions, emergencies and other areas.

2. Submit informational report, including drawings, that indicates the measures proposed for protecting individuals and property. Indicate proposed locations and construction of barriers.
3. The contractor shall follow all applicable requirements as per Specification Section 01 35 26 Safety and Health.

D. Project Specific Fire Protection and Prevention Plan

1. Provide a project specific fire protection & prevention plan as required By IBC, IFC, and NFPA 241 , Standard for Fire Protection & Prevention for Demolition, Alteration and Construction. Provide all elements in the plan that will be encountered on this project.
2. This plan shall be submitted and approved by the GSA Fire Protection Engineer prior to work beginning on site.

E. Lead Mitigation Plan

1. The contractor shall provide a Lead Mitigation Plan to include drawings and narratives detailing the abatement scheduling, sequencing, and all other information regarding abatement activities per specification 02 83 00 .

F. Project Construction Schedule

1. All schedules shall be submitted to the Project Manager for review, coordination and approval prior to starting any work.
2. The schedule shall be updated to reflect any changes and/or at bi-weekly interval/frequency.
3. The schedule shall comply with the provisions of the IDIQ base contract, Section III.D, including but not limited to those pertaining to format, content, and keeping it updated. Besides typical construction tasks and milestones, care should be taken to include anticipated items related to building access, burn permits, utility shut downs, etc.
4. Incorporate all project milestones into the schedule, including those that are government or other vendor action items directly related to the project in order to coordinate with all parties affected by the project.

G. Schedule of Values

1. Project specific schedule of values is required within (14) calendar days of award.

7. WORKMANSHIP

A. Standards of Conduct

1. Maintain standards of competency, conduct, appearance and integrity in his employees at all times.
2. Ensure that employees do not enter any areas where work is not being performed, use government telephones unless specifically authorized by a GSA representative.
3. Relieve an unsuitable or otherwise objectionable employee whose continuing employment on the job is contrary to the public interest or inconsistent with requirements for security.

B. Cleanup and Debris Removal

1. The Contractor shall remove all debris generated in the performance of this contract, daily. The space must be fully operational no later than 5:30am the following work day of any construction. Upon completion of the work, the Contractor shall remove and dispose of all unused materials, containers, wrappings, cuttings, trimmings and any other debris accumulated as a result of this contract. The Contractor shall make every effort to provide for recycling of all materials utilized during the course of the project.
2. Use of the buildings' trash receptacles is at the sole discretion of the Building Manager. The Project Manager reserves the right to contact the Property Management Office to have the area cleaned and the cost incurred will be deducted from the General Contractor's final invoice.

8. CHANGE ORDERS

Any work outside the intent or scope shall constitute a Change Order. The Contractor shall provide the Contracting Officer Representative (COR) a written explanation of cost. The costs shall be broken out in line items including General Conditions, Materials and Quantity, Labor and Hours, and any other additional line item as required to indicate the complete scope of the change.

All Change Orders must be presented within seven (7) calendar days after receipt of SF 1137. Any extension of the project schedule must be noted and an approximate time extension indicated. Failure to indicate time extension will be interpreted as no time extension is required. Work as specified herein must be completed per the date specified regardless of any pending change orders unless otherwise agreed to by GSA and the Contractor.

9. **CLOSE OUT**

A. Request For Substantial Completion

1. At the completion of the project and prior to final payment, the Contractor shall provide on their letterhead the following information: Date, Project Name, Project Location, and a written description explaining that all work has been completed in accordance with all federal codes and regulations, ASME, NEC codes, and NFPA.

B. Record Documentation

1. Operations and Maintenance Manuals
2. Warranty documentation
3. As-Built Drawings

10. **METHOD OF AWARD**

The Government will award an order to the responsible offeror whose proposal conforms to the solicitation and provides the best value to the Government, based on Total Evaluated Price and the Non-Price Factors (Past Performance and Project Management Plan/Approach).

PAST PERFORMANCE ON SIMILAR PROJECTS

This factor considers the Offeror's Past Performance; past performance can be described as *how* an Offeror performed on a job. This factor will be evaluated based upon the responses from the references provided and any other sources that the Government may solicit to find references for other relevant, similar work performed by the Offeror.

Past performance will be considered relevant if it meets all of the following criteria:

- 1) The contract is/was for construction services where the abatement/mitigation of an environmentally hazardous material such as asbestos, mold, and/or lead is/was a significant portion of the scope of work (>30%) with the remainder consisting of demolition and/or construction work with a total contract value of at least \$500,000.
- 2) If this is a completed contract, was the contract completed no more than five years from the closing date of this solicitation.
- 3) If this is a current contract, is it at least 90% complete from the closing date of this solicitation.

Offerors are responsible for obtaining past performance information prior to submission of offers. The questionnaire (attached) shall be completed by the references and submitted directly to the GSA Contract Specialist Joel Doucette, email address: joel.doucette@gsa.gov.

The standard is met when:

1. A minimum of two, no more than five questionnaires are submitted for relevant projects. Onus is on the Offeror to see that references submit questionnaires to GSA.

Scoring Guidelines

RATING	DESCRIPTION
5	All references provided a favorable evaluation indicating excellent past performance on all projects.
4	Most references provided an above average evaluation indicating very good past performance on most projects.
3	References provided an average evaluation indicating satisfactory past performance on most projects.
2	References provided a below average evaluation indicating marginal past performance on most projects.
1	References provided an unfavorable evaluation indicating unsatisfactory past performance on most projects.
0	No references were provided.

FAR 15.305(a)(2)(iv) states, "In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance." Therefore, failure of the Offeror to provide a minimum of two relevant references may result in the Offeror not being rated on the past performance factor. The Government is not required to conduct or complete reference checks on more than the two required references.

PROJECT MANAGEMENT PLAN/APPROACH

This factor considers the Offeror's project management plan which indicates the methods and means they will employ to ensure management of the project in a manner which will maximize the opportunity for successful completion that is on-time, on-budget and within quality expectations. This factor will be evaluated based upon the written response, shall not exceed two double-sided pages. The plan should delineate the Offeror's knowledge, programs and processes, relating them to the unique requirements of this project (coordination with other ongoing projects) and coordination and demonstrating their approach to its management and execution.

The standard is met when:

1. The project management plan/approach demonstrates that the Offeror has a clear understanding of the contract requirements, including coordination with other projects impacting the area of work.
2. The staffing plan demonstrates that the Offeror has a clear understanding of the level of staffing as well as the qualifications and expertise of the staff necessary to execute this project. Staffing levels and the amount of time staff members spend on-site are appropriate. Staffing responsibilities and staff with signatory authority are clearly defined.

Scoring Guidelines

RATING	DESCRIPTION
5	The proposed project management and staffing plans are exceptionally clear and demonstrate a complete understanding of the contract requirements.
4	The proposed project management and staffing plans are clear and demonstrate a clear understanding of contract requirements.
3	The proposed project management and staffing plans are for the most part clear and demonstrate a general understanding of the contract requirements.
2	The proposed project management and staffing plans are very general and do not demonstrate a clear understanding of the contract requirements.
1	The proposed project management and staffing plans are vague and demonstrate a lack of understanding of the contract requirements.
0	No project management and staffing plan is identified in the proposal.

TOTAL EVALUATED PRICE

The Contractor shall submit a Total Evaluated Price for the work to be accomplished under this RFP on the attachment titled "Offer Submission Form". The price will include the Contractor's labor, overhead, profit, payment and performance bond premiums, and all contingencies in connection therewith, as no allowance will be made later for such items. Each contractor's price will be compared to the GCE and each other to determine if the price is fair and reasonable.

***All construction for this project must meet ABAAS requirements.**

Past Performance Questionnaire

Please complete the following questionnaire for the contractor identified below. For each question, select the rating that best describes the Contractor's performance. Please provide a narrative explanation where appropriate; any narrative comments are greatly appreciated.

The completed questionnaire should be emailed directly to Joel Doucette at joel.doucette@gsa.gov. Your responses will be reviewed solely for the purposes of a past performance evaluation and no one other than the selection committee will see your response.

Contract Identification:

Contractor Name: _____

Project and/or Contract Number: _____

Building Name, Address, City
and State of Space Served: _____

Reference Info:

Name of Reference: _____

Title/Company Name: _____

Role of Respondent on the
Project being Referenced: _____

Telephone: _____

Email: _____

Please check the level of the Contractor's overall performance in each of the business management factors listed as it pertains to the referenced project. Check "N/A" if the factor does not apply to the contract being rated. Please fill out in its entirety.

Evaluation Factor	Performance Level					
	Excellent	Very Good	Satisfactory	Marginal *	Un-satisfactory *	No Response (N/A)
1. Quality, accuracy, and timeliness of required documentation						
2. Identification and reporting of problems and potential problems						
3. Communicating/interfacing with customer						
4. Compliance with technical requirements						
5. Compliance with contract schedule						
6. Contractor's onsite management						
7. Coordination of subcontractors						
8. Responsiveness to change orders/modifications to the contract						

*Please comment on all Marginal and Unsatisfactory ratings given, or on any other ratings, as desired.

Did the contractor file any claims? _____ How many? _____

Why? _____

Describe the contractor's overall performance under your contract?

Would you hire this contractor again? Yes or No

Do you have any additional comments either negative or positive concerning the contractor's performance under your contract?

Thank you for your valuable input and assistance.

BID BOND (See instructions on reverse)		DATE BOND EXECUTED (Must not be later than bid opening date)	OMB Number: 9000-0045 Expiration Date: 6/30/2016
Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.			
PRINCIPAL (Legal name and business address)		TYPE OF ORGANIZATION ("X" one) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION	
		STATE OF INCORPORATION	

SURETY(IES) (Name and business address)

PENAL SUM OF BOND				BID IDENTIFICATION		
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION (S)	THOUSAND(S)	HUNDRED(S)	CENTS	FOR (Construction, supplies, or Services)	

OBLIGATION

We, the Principal and Surety (ies) are firmly bound to the United States of America (hereinafter call the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit or liability is the full amount of the penal sum.

CONDITIONS:

The principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to executes such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each surety executing this instrument agrees that its obligations is not impaired by any extension(s) of the time for acceptance of the bid that the principal may grand to the Government. Notice to the surety (ies) of extensions (s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the periods originally allowed for acceptance of the bid.

WITNESS

The principal and Surety (ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	Corporate Seal
	(Seal)	(Seal)	(Seal)	
NAME(S) & TITLE(S) (Typed)	1.	2.	3.	

INDIVIDUAL SURETY(IES)	
SIGNATURE(S)	1. (Seal) 2. (Seal)
NAME(S) (Typed)	1. 2.

CORPORATE SURETY(IES)				
SURETY A	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.	
	NAME(S) & TITLE(S) (Typed)	1.	2.	

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., ab attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., 20% of the bid price but the amount not to exceed _____ dollars).

4. (a) Corporation executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and address shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY (IES)." In the space designed "SURETY (IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), or each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.

5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word " Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

6. Type the name and title of each person signing this bond in the space provided.

7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "Offeror."